



STAFF REPORT

Parking Issues Workplan

January 13, 2004

Honorable Mayor and City Council:

Summary

City Council established a Priority Calendar item for City staff to address the various parking problems throughout the City. The proposed Work Plan is presented for your direction and approval.

Background and Discussion

There have been a number of concerns relating to parking throughout the City over the years. The concerns range from the intrusion of students parking in the neighborhoods adjacent to Carlmont and Notre Dame High Schools, the intrusion of restaurant patrons into adjacent residential neighborhoods, time restrictions for parking in the commercial areas of the City and parking restrictions to insure proper sight distance at intersections and along curves.

Existing practice has been to handle the parking on a complaint basis. City staff works with any individual who may be experiencing a parking problem. City staff conducts the necessary field investigations and reviews the collision history to determine whether or not changes to the existing restrictions are warranted. The Traffic Safety Committee may also review the request. City staff will recommend to City Council any changes to the existing parking situation that is found warranted. City staff advises the requestor if no changes are recommended. These individuals have the right to appeal any decision to City Council if they do not agree with Staff's recommendation.

City Council established a Priority Calendar Item for City staff to develop a comprehensive citywide parking program. The first phase of the project is to adopt a work plan for the parking program. The following outlines the work plan with the estimated staff time required for each phase of the plan:

Residential Permit Parking: This would investigate the feasibility of establishing residential permit parking in areas where there is high on-street demand and intrusion from vehicles outside of the residential neighborhood.

<u>Task</u>	<u>Staff Time</u>	<u>Completion Date</u>
Identify Potential Locations:	4 hours	January 15, 2004
Conduct Field Verification of the Locations	40 hours	February 15, 2004
Determine on-street parking that is impacted	40 hours	March 15, 2004
Develop Criteria for a Residential Permit Parking	60 hours	April 15, 2004
Determine Administrative and Enforcement Costs	20 hours	April 15, 2004
Develop Policy on Permit Parking	40 hours	May 15, 2004
Total	204 hours	

Time Parking Restrictions: This would inventory and evaluate the existing time restrictions within all the commercial areas. Recommendations would be made on what the appropriate time restrictions should be and establish a Policy on Time Parking Restrictions.

<u>Task</u>	<u>Staff Time</u>	<u>Completion Date</u>
Inventory all parking time restrictions	40 Hours	February 15, 2004
Evaluate Existing Time Restrictions	120 Hours	April 15, 2004
Make Recommendations on Time Restrictions	20 Hours	May 15, 2004
Develop Time Restriction Parking Policy	40 Hours	June 15, 2004
Total	220 Hours	

Restricted Parking on Curves: This would identify all the curves in the City where the sight distance is less than the prima facie speed limit of the street and develop a policy on Restricted Parking on Curves.

<u>Task</u>	<u>Staff Time</u>	<u>Completion Date</u>
Identify curves w/ restricted sight distance	160 Hours	March 15, 2004
Conduct field verification of locations	120 Hours	May 15, 2004
Review Collision History of each location	80 Hours	June 15, 2004
Determine Impact on on-street parking	80 Hours	August 15, 2004
Develop Policy On Restricted Parking on Curves	40 Hours	September 15, 2004
Total	480 Hours	

The Work Plan has taken into consideration the existing workload of staff of design, implementation and administration of existing Capital Improvement Projects and the day-to-day operations and demands of the Public Works Department.

Fiscal Impact

There fiscal impact of the development of a Parking Program is 904 hours of staff time. This is approximately equivalent to .5 Full Time Equivalent (FTE), or approximately \$84,000, including labor, materials and supplies.

It should be noted that if City Council adopts Staff's recommendation to postpone the implementation of the Pavement Management Program and roll-over FY04 Roadway Capital Projects to FY05 that there should be sufficient staff time to address a major portion of the proposed Work plan.

Otherwise, the development of the Parking Program would have to be funded out of the Street Maintenance Fund. There is no designated source of funding for this program. If this program is to proceed, City staff will bring back options for Council's consideration that will reduce services elsewhere in order to provide funding for this program. The necessary adjustments could be implemented as part of the Mid-Year Budget Review or staff could review this program as part of the FY 2005 Budget submittal.

Recommendation

It is recommended City Council instruct City staff to proceed with one of the two alternatives.

Alternative 1: It is recommended the overall Parking Program be delayed until the financial picture of the City is clearer and that City staff continues to handle parking concerns on a complaint basis.

Alternative 2: It is recommended the Parking Program Work plan be adopted and the staff time previously allocated for the Pavement Management Program and the FY04 Roadway Resurfacing Capital Improvement Projects be used to implement the Parking Program Work plan.

Respectfully submitted,

Raymond E. Davis III, PE, PTOE
Public Works Director

Jere A. Kersnar
City Manager